



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 4.3.100	Subject: FOOD SERVICE
Reference: DOC 4.3.2; 53-1-203, MCA	Page 1 of 2
Effective Date: 07/01/05	Revision Dates: 08/28/14
Signature / Title: /s/ Kelly Speer, Acting ACCD Administrator	

I. DIVISION DIRECTIVE:

Adult Community Corrections Division facilities will follow established procedures in providing food services for offenders.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Division facilities include the Missoula Assessment and Sanction Center (MASC), Treasure State Correctional Training Center (TSCTC), and contracted facilities of: Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment and Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment Sanction & Revocation Center (Passages ASRC), Nexus Correctional Treatment Center (Nexus), and Elkhorn Treatment Center (Elkhorn).

Prerelease Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Treatment Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contract treatment facilities: START, CCP, Passages, Elkhorn, Nexus, and WATCH.

III. PROCEDURES:

A. Treasure State Correctional Training Center (TSCTC)

TSCTC will follow the center's operational procedures under Chapter 4, Section 3.

B. Treatment Facilities

Treatment facilities must provide offenders with three (3) meals each day, including two (2) hot meals. Meals shall be served at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food demands.

C. Prerelease Centers (PRC)

PRCs will make provisions to accommodate residents who work irregular hours and are not available at regularly scheduled meal times.

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D. Food Service

1. Food service staff must develop and publish advance menu plans that are approved by a registered dietician:
 - a. All menu plans will be based on the Recommended Dietary Allowances (RDA) for males/females (as appropriate) aged 25-50 years as provided by the National Research Council Food and Nutrition Board.
 - b. The amounts of protein and calories provided must conform, at a minimum, to the RDA. The food service area must comply with state of Montana and local health regulations.
 - c. A single menu will be provided for staff and offenders, and copies of all menus must be kept at the Facility with menu substitutions documented.
 - d. The following special diets must also be provided in accordance with *DOC Policy 4.3.2, Menu Planning* when required by an offender's documented need:
 - i. low cholesterol;
 - ii. non-pork;
 - iii. modified vegetarian;
 - iv. strict vegetarian;
 - v. low sodium;
 - vi. low sugar;
 - vii. modified consistency diet for geriatric offenders; and
 - viii. specialized medical diets, including:
 - ix. renal
 - ii. gluten free
 - iii. liquid
 - iv. diabetic diets; and
 - v. specialized religious diets for appropriate offenders with legitimate religious needs.
2. All food service personnel must have clean hands and fingernails; wear hair nets or caps; wear washable garments; be in good health; free from communicable disease and infected open wounds; and must practice hygienic food handling techniques. All foods must be properly stored or disposed of at the completion of each meal.
3. Documentation at the facility by the state of Montana or local inspection authorities that food service facilities and equipment meet established governmental health and safety codes must be maintained. Deficiencies must be noted and corrected as quickly as possible and within a reasonable period of time.
 - a. Facilities must maintain adequate refrigeration, cooler and dry storage space to keep a minimum one-week food inventory supply on hand at the Facility.
 - b. The kitchen and the dining area must be adequately ventilated and properly furnished and clean. A Facility supervisor must conduct routine inspections on a weekly basis.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator or Prerelease Facility or Treatment Facility Contract Manager.